

PHA 5-Year and Annual Plan	U.S. Department of Housing and Urban Development Office of Public and Indian Housing	OMB No. 2577-0226 Expires 4/30/2011
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1.0	PHA Information PHA Name: <u>Housing Authority of the City of Bremerton</u> PHA Code: <u>WA003</u> PHA Type: <input type="checkbox"/> Small <input checked="" type="checkbox"/> High Performing <input type="checkbox"/> Standard <input type="checkbox"/> HCV (Section 8) PHA Fiscal Year Beginning: (MM/YYYY): <u>10/2012</u>					
2.0	Inventory (based on ACC units at time of FY beginning in 1.0 above) Number of PH units: <u>109</u> Number of HCV units: <u>1714</u>					
3.0	Submission Type <input type="checkbox"/> 5-Year and Annual Plan <input checked="" type="checkbox"/> Annual Plan Only <input type="checkbox"/> 5-Year Plan Only					
4.0	PHA Consortia <input type="checkbox"/> PHA Consortia: (Check box if submitting a joint Plan and complete table below.)					
	Participating PHAs	PHA Code	Program(s) Included in the Consortia	Programs Not in the Consortia	No. of Units in Each Program	
					PH	HCV
	PHA 1:					
	PHA 2:					
	PHA 3:					
5.0	5-Year Plan. Complete items 5.1 and 5.2 only at 5-Year Plan update.					
5.1	Mission. State the PHA's Mission for serving the needs of low-income, very low-income, and extremely low income families in the PHA's jurisdiction for the next five years:					
5.2	Goals and Objectives. Identify the PHA's quantifiable goals and objectives that will enable the PHA to serve the needs of low-income and very low-income, and extremely low-income families for the next five years. Include a report on the progress the PHA has made in meeting the goals and objectives described in the previous 5-Year Plan.					
6.0	PHA Plan Update (a) Identify all PHA Plan elements that have been revised by the PHA since its last Annual Plan submission: <u>Administrative Plan Revision 02-28-11 Homeownership (See Attachment B) Admissions and Continued Occupancy Policy Chapter 4 and 5 (See Attachment C)</u> (b) Identify the specific location(s) where the public may obtain copies of the 5-Year and Annual PHA Plan. For a complete list of PHA Plan elements, see Section 6.0 of the instructions: <u>BHA website at www.bremertonhousing.org and at our office located at 4040 Wheaton Way, Suite 105, Bremerton WA 98310.</u>					
7.0	Hope VI, Mixed Finance Modernization or Development, Demolition and/or Disposition, Conversion of Public Housing, Homeownership Programs, and Project-based Vouchers. <i>Include statements related to these programs as applicable.</i> HOPE VI new development (further explanation in section 10) <ul style="list-style-type: none"> Summit has 7 Project Based Voucher (PBV) units, 47 Public Housing (PH) units, and 29 Low Income Housing Tax Credit (LIHTC) units) Bay Vista South has 8 PBV units, 41 PH units, and 19 LIHTC units 03-24-11: BHA Awarded FSS Coordinator Grant which will provide BHA with the necessary resources to facilitate Homeownership counseling. 02-1-11: Kitsap Mental Health Services (KMHS) was awarded 8 PBVs for Burwell House. 04-2011: BHA offered a total of 24 PBVs, below are the awarded agencies and number of vouchers distributed: <ul style="list-style-type: none"> 04-01-11: Low Income Housing Institute (LIHI) – Frank Chopp House: 14 PBVs 04-01-11: Kitsap Community Resource (KCR) – Scattered Sites: 9 PBVs 04-01-11: Kitsap Mental Health Services (KMHS) – Scattered Sites: 7 PBVs 					
8.0	Capital Improvements. Please complete Parts 8.1 through 8.3, as applicable.					
8.1	Capital Fund Program Annual Statement/Performance and Evaluation Report. As part of the PHA 5-Year and Annual Plan, annually complete and submit the <i>Capital Fund Program Annual Statement/Performance and Evaluation Report</i> , form HUD-50075.1, for each current and open CFP grant and CFFP financing.					
8.2	Capital Fund Program Five-Year Action Plan. As part of the submission of the Annual Plan, PHAs must complete and submit the <i>Capital Fund Program Five-Year Action Plan</i> , form HUD-50075.2, and subsequent annual updates (on a rolling basis, e.g., drop current year, and add latest year for a five year period). Large capital items must be included in the Five-Year Action Plan.					

8.3	Capital Fund Financing Program (CFFP). <input type="checkbox"/> Check if the PHA proposes to use any portion of its Capital Fund Program (CFP)/Replacement Housing Factor (RHF) to repay debt incurred to finance capital improvements.
9.0	Housing Needs. Based on information provided by the applicable Consolidated Plan, information provided by HUD, and other generally available data, make a reasonable effort to identify the housing needs of the low-income, very low-income, and extremely low-income families who reside in the jurisdiction served by the PHA, including elderly families, families with disabilities, and households of various races and ethnic groups, and other families who are on the public housing and Section 8 tenant-based assistance waiting lists. The identification of housing needs must address issues of affordability, supply, quality, accessibility, size of units, and location.
9.1	Strategy for Addressing Housing Needs. Provide a brief description of the PHA's strategy for addressing the housing needs of families in the jurisdiction and on the waiting list in the upcoming year. Note: Small, Section 8 only, and High Performing PHAs complete only for Annual Plan submission with the 5-Year Plan.
10.0	<p>Additional Information. Describe the following, as well as any additional information HUD has requested.</p> <p>(a) Progress in Meeting Mission and Goals. Provide a brief statement of the PHA's progress in meeting the mission and goals described in the 5-Year Plan.</p> <p>1. BHA is making great progress with redeveloping and revitalizing the former Westpark public housing site, using HOPE VI and other state, federal and private funds. Lease-up will begin February 1, 2011 at The Summit at Bay Vista, the first apartment building to be completed in the new Bay Vista HOPE VI community. Our contractors expect to complete construction on or about May 31, 2011. Lease-up of Bay Vista South, 19 buildings consisting of 68 units, will begin in the fall of 2011. Bay Vista West, the third phase at Bay Vista will have 70 new units of BHA housing. Construction on this phase will begin in the Summer of 2011.</p> <ul style="list-style-type: none"> o Construction of Bay Vista South began fall of 2010 and construction on Bay Vista West begins fall of 2011. <p>2. BHA awarded Kitsap Mental Health Services (KMHS) 8 PBVs for Burwell House.</p> <p>3. BHA has applied for Family Unification Program (FUP) funds which would provide rental assistance to families for whom the lack of adequate housing is a primary factor in the placement of the children in out-of-home care and for youths exiting the foster care system.</p> <p>4. In addition to the FUP grant, BHA has also applied for a Capital Fund Education and Training Community Facilities grant. BHA plans to build a new community facility for residents and participants in BHA communities and programs, as well as for the greater Bremerton community. The focus of this facility will be early childhood education and adult education.</p> <p>5. BHA increased assisted housing choices by conducting quarterly Landlord Workshops. Our last two workshops have been very successful, with 30-40 landlords, property managers and other local agencies attending. The feed back has been very positive, and there has been a great deal of interest in upcoming events.</p> <p>6. We have maintained our High Performance status with regards to SEMAP and are continuing to successfully progress with our redevelopment of Westpark and transforming it into the new Bay Vista community. We are gearing up to reintroduce our interested, relocated residents to the new Bay Vista development.</p> <p>7. We will continue to promote economic self-sufficiency within our programs with the recently awarded FSS Coordinator position.</p> <p>(b) Significant Amendment and Substantial Deviation/Modification. Provide the PHA's definition of "significant amendment" and "substantial deviation/modification"</p>
11.0	<p>Required Submission for HUD Field Office Review. In addition to the PHA Plan template (HUD-50075), PHAs must submit the following documents. Items (a) through (g) may be submitted with signature by mail or electronically with scanned signatures, but electronic submission is encouraged. Items (h) through (i) must be attached electronically with the PHA Plan. Note: Faxed copies of these documents will not be accepted by the Field Office.</p> <p>(a) Form HUD-50077, <i>PHA Certifications of Compliance with the PHA Plans and Related Regulations</i> (which includes all certifications relating to Civil Rights)</p> <p>(b) Form HUD-50070, <i>Certification for a Drug-Free Workplace</i> (PHAs receiving CFP grants only)</p> <p>(c) Form HUD-50071, <i>Certification of Payments to Influence Federal Transactions</i> (PHAs receiving CFP grants only)</p> <p>(d) Form SF-LLL, <i>Disclosure of Lobbying Activities</i> (PHAs receiving CFP grants only)</p> <p>(e) Form SF-LLL-A, <i>Disclosure of Lobbying Activities Continuation Sheet</i> (PHAs receiving CFP grants only) Not Applicable</p> <p>(f) Resident Advisory Board (RAB) comments. Comments received from the RAB must be submitted by the PHA as an attachment to the PHA Plan. PHAs must also include a narrative describing their analysis of the recommendations and the decisions made on these recommendations. No comments - NA</p> <p>(g) Challenged Elements Not Applicable</p> <p>(h) Form HUD-50075.1, <i>Capital Fund Program Annual Statement/Performance and Evaluation Report</i> (PHAs receiving CFP grants only)</p> <p>(i) Form HUD-50075.2, <i>Capital Fund Program Five-Year Action Plan</i> (PHAs receiving CFP grants only)</p> <p>(j) VAWA CH3 ACOP & Admin Plan (Attachment A)</p>

This information collection is authorized by Section 511 of the Quality Housing and Work Responsibility Act, which added a new section 5A to the U.S. Housing Act of 1937, as amended, which introduced 5-Year and Annual PHA Plans. The 5-Year and Annual PHA plans provide a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA's operations, programs, and services, and informs HUD, families served by the PHA, and members of the public of the PHA's mission and strategies for serving the needs of low-income and very low-income families. This form is to be used by all PHA types for submission of the 5-Year and Annual Plans to HUD. Public reporting burden for this information collection is estimated to average 12.68 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. HUD may not collect this information, and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.

Privacy Act Notice. The United States Department of Housing and Urban Development is authorized to solicit the information requested in this form by virtue of Title 12, U.S. Code, Section 1701 et seq., and regulations promulgated thereunder at Title 12, Code of Federal Regulations. Responses to the collection of information are required to obtain a benefit or to retain a benefit. The information requested does not lend itself to confidentiality

Instructions form HUD-50075

Applicability. This form is to be used by all Public Housing Agencies (PHAs) with Fiscal Year beginning April 1, 2008 for the submission of their 5-Year and Annual Plan in accordance with 24 CFR Part 903. The previous version may be used only through April 30, 2008.

1.0 PHA Information

Include the full PHA name, PHA code, PHA type, and PHA Fiscal Year Beginning (MM/YYYY).

2.0 Inventory

Under each program, enter the number of Annual Contributions Contract (ACC) Public Housing (PH) and Section 8 units (HCV).

3.0 Submission Type

Indicate whether this submission is for an Annual and Five Year Plan, Annual Plan only, or 5-Year Plan only.

4.0 PHA Consortia

Check box if submitting a Joint PHA Plan and complete the table.

5.0 Five-Year Plan

Identify the PHA's Mission, Goals and/or Objectives (24 CFR 903.6). Complete only at 5-Year update.

5.1 Mission. A statement of the mission of the public housing agency for serving the needs of low-income, very low-income, and extremely low-income families in the jurisdiction of the PHA during the years covered under the plan.

5.2 Goals and Objectives. Identify quantifiable goals and objectives that will enable the PHA to serve the needs of low income, very low-income, and extremely low-income families.

6.0 PHA Plan Update. In addition to the items captured in the Plan template, PHAs must have the elements listed below readily available to the public. Additionally, a PHA must:

- (a) Identify specifically which plan elements have been revised since the PHA's prior plan submission.
- (b) Identify where the 5-Year and Annual Plan may be obtained by the public. At a minimum, PHAs must post PHA Plans, including updates, at each Asset Management Project (AMP) and main office or central office of the PHA. PHAs are strongly encouraged to post complete PHA Plans on its official website. PHAs are also encouraged to provide each resident council a copy of its 5-Year and Annual Plan.

PHA Plan Elements. (24 CFR 903.7)

1. **Eligibility, Selection and Admissions Policies, including Deconcentration and Wait List Procedures.** Describe the PHA's policies that govern resident or tenant eligibility, selection and admission including admission preferences for both public housing and HCV and unit assignment policies for public housing; and procedures for maintaining waiting lists for admission to public housing and address any site-based waiting lists.

2. **Financial Resources.** A statement of financial resources, including a listing by general categories, of the PHA's anticipated resources, such as PHA Operating, Capital and other anticipated Federal resources available to the PHA, as well as tenant rents and other income available to support public housing or tenant-based assistance. The statement also should include the non-Federal sources of funds supporting each Federal program, and state the planned use for the resources.
3. **Rent Determination.** A statement of the policies of the PHA governing rents charged for public housing and HCV dwelling units.
4. **Operation and Management.** A statement of the rules, standards, and policies of the PHA governing maintenance management of housing owned, assisted, or operated by the public housing agency (which shall include measures necessary for the prevention or eradication of pest infestation, including cockroaches), and management of the PHA and programs of the PHA.
5. **Grievance Procedures.** A description of the grievance and informal hearing and review procedures that the PHA makes available to its residents and applicants.
6. **Designated Housing for Elderly and Disabled Families.** With respect to public housing projects owned, assisted, or operated by the PHA, describe any projects (or portions thereof), in the upcoming fiscal year, that the PHA has designated or will apply for designation for occupancy by elderly and disabled families. The description shall include the following information: **1)** development name and number; **2)** designation type; **3)** application status; **4)** date the designation was approved, submitted, or planned for submission, and; **5)** the number of units affected.
7. **Community Service and Self-Sufficiency.** A description of: **(1)** Any programs relating to services and amenities provided or offered to assisted families; **(2)** Any policies or programs of the PHA for the enhancement of the economic and social self-sufficiency of assisted families, including programs under Section 3 and FSS; **(3)** How the PHA will comply with the requirements of community service and treatment of income changes resulting from welfare program requirements. **(Note: applies to only public housing).**
8. **Safety and Crime Prevention.** For public housing only, describe the PHA's plan for safety and crime prevention to ensure the safety of the public housing residents. The statement must include: **(i)** A description of the need for measures to ensure the safety of public housing residents; **(ii)** A description of any crime prevention activities conducted or to be conducted by the PHA; and **(iii)** A description of the coordination between the PHA and the appropriate police precincts for carrying out crime prevention measures and activities.

9. **Pets.** A statement describing the PHAs policies and requirements pertaining to the ownership of pets in public housing.

10. **Civil Rights Certification.** A PHA will be considered in compliance with the Civil Rights and AFFH Certification if: it can document that it examines its programs and proposed programs to identify any impediments to fair housing choice within those programs; addresses those impediments in a reasonable fashion in view of the resources available; works with the local jurisdiction to implement any of the jurisdiction's initiatives to affirmatively further fair housing; and assures that the annual plan is consistent with any applicable Consolidated Plan for its jurisdiction.

11. **Fiscal Year Audit.** The results of the most recent fiscal year audit for the PHA.

12. **Asset Management.** A statement of how the agency will carry out its asset management functions with respect to the public housing inventory of the agency, including how the agency will plan for the long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs for such inventory.

13. **Violence Against Women Act (VAWA).** A description of: 1) Any activities, services, or programs provided or offered by an agency, either directly or in partnership with other service providers, to child or adult victims of domestic violence, dating violence, sexual assault, or stalking; 2) Any activities, services, or programs provided or offered by a PHA that helps child and adult victims of domestic violence, dating violence, sexual assault, or stalking, to obtain or maintain housing; and 3) Any activities, services, or programs provided or offered by a public housing agency to prevent domestic violence, dating violence, sexual assault, and stalking, or to enhance victim safety in assisted families.

7.0 Hope VI, Mixed Finance Modernization or Development, Demolition and/or Disposition, Conversion of Public Housing, Homeownership Programs, and Project-based Vouchers

(a) Hope VI or Mixed Finance Modernization or Development.

1) A description of any housing (including project number (if known) and unit count) for which the PHA will apply for HOPE VI or Mixed Finance Modernization or Development; and 2) A timetable for the submission of applications or proposals. The application and approval process for Hope VI, Mixed Finance Modernization or Development, is a separate process. See guidance on HUD's website at:

<http://www.hud.gov/offices/pih/programs/ph/hope6/index.cfm>

(b) Demolition and/or Disposition.

With respect to public housing projects owned by the PHA and subject to ACCs under the Act: (1) A description of any housing (including project number and unit numbers [or addresses]), and the number of affected units along with their sizes and accessibility features) for which the PHA will apply or is currently pending for demolition or disposition; and (2) A timetable for the demolition or disposition. The application and approval process for demolition and/or disposition is a separate process. See guidance on HUD's website at:

http://www.hud.gov/offices/pih/centers/sac/demo_dispo/index.cfm

Note: This statement must be submitted to the extent that approved and/or pending demolition and/or disposition has changed.

(c) Conversion of Public Housing.

With respect to public housing owned by a PHA: 1) A description of any building or buildings (including project number and unit count) that the PHA is required to convert to tenant-based assistance or

that the public housing agency plans to voluntarily convert; 2) An analysis of the projects or buildings required to be converted; and 3) A statement of the amount of assistance received under this chapter to be used for rental assistance or other housing assistance in connection with such conversion. See guidance on HUD's website at:

<http://www.hud.gov/offices/pih/centers/sac/conversion.cfm>

(d) **Homeownership.** A description of any homeownership (including project number and unit count) administered by the agency or for which the PHA has applied or will apply for approval.

(e) **Project-based Vouchers.** If the PHA wishes to use the project-based voucher program, a statement of the projected number of project-based units and general locations and how project basing would be consistent with its PHA Plan.

8.0 **Capital Improvements.** This section provides information on a PHA's Capital Fund Program. With respect to public housing projects owned, assisted, or operated by the public housing agency, a plan describing the capital improvements necessary to ensure long-term physical and social viability of the projects must be completed along with the required forms. Items identified in 8.1 through 8.3, must be signed where directed and transmitted electronically along with the PHA's Annual Plan submission.

8.1 **Capital Fund Program Annual Statement/Performance and Evaluation Report.** PHAs must complete the *Capital Fund Program Annual Statement/Performance and Evaluation Report* (form HUD-50075.1), for each Capital Fund Program (CFP) to be undertaken with the current year's CFP funds or with CFFP proceeds. Additionally, the form shall be used for the following purposes:

- (a) To submit the initial budget for a new grant or CFFP;
- (b) To report on the Performance and Evaluation Report progress on any open grants previously funded or CFFP; and
- (c) To record a budget revision on a previously approved open grant or CFFP, e.g., additions or deletions of work items, modification of budgeted amounts that have been undertaken since the submission of the last Annual Plan. The Capital Fund Program Annual Statement/Performance and Evaluation Report must be submitted annually.

Additionally, PHAs shall complete the Performance and Evaluation Report section (see footnote 2) of the *Capital Fund Program Annual Statement/Performance and Evaluation* (form HUD-50075.1), at the following times:

- 1. At the end of the program year; until the program is completed or all funds are expended;
- 2. When revisions to the Annual Statement are made, which do not require prior HUD approval, (e.g., expenditures for emergency work, revisions resulting from the PHAs application of fungibility); and
- 3. Upon completion or termination of the activities funded in a specific capital fund program year.

8.2 Capital Fund Program Five-Year Action Plan

PHAs must submit the *Capital Fund Program Five-Year Action Plan* (form HUD-50075.2) for the entire PHA portfolio for the first year of participation in the CFP and annual update thereafter to eliminate the previous year and to add a new fifth year (rolling basis) so that the form always covers the present five-year period beginning with the current year.

8.3 **Capital Fund Financing Program (CFFP).** Separate, written HUD approval is required if the PHA proposes to pledge any

portion of its CFP/RHF funds to repay debt incurred to finance capital improvements. The PHA must identify in its Annual and 5-year capital plans the amount of the annual payments required to service the debt. The PHA must also submit an annual statement detailing the use of the CFFP proceeds. See guidance on HUD's website at:
<http://www.hud.gov/offices/pih/programs/ph/capfund/cffp.cfm>

9.0 Housing Needs. Provide a statement of the housing needs of families residing in the jurisdiction served by the PHA and the means by which the PHA intends, to the maximum extent practicable, to address those needs. **(Note: Standard and Troubled PHAs complete annually; Small and High Performers complete only for Annual Plan submitted with the 5-Year Plan).**

9.1 Strategy for Addressing Housing Needs. Provide a description of the PHA's strategy for addressing the housing needs of families in the jurisdiction and on the waiting list in the upcoming year. **(Note: Standard and Troubled PHAs complete annually; Small and High Performers complete only for Annual Plan submitted with the 5-Year Plan).**

10.0 Additional Information. Describe the following, as well as any additional information requested by HUD:

- (a) **Progress in Meeting Mission and Goals.** PHAs must include (i) a statement of the PHAs progress in meeting the mission and goals described in the 5-Year Plan; (ii) the basic criteria the PHA will use for determining a significant amendment from its 5-year Plan; and a significant amendment or modification to its 5-Year Plan and Annual Plan. **(Note: Standard and Troubled PHAs complete annually; Small and High Performers complete only for Annual Plan submitted with the 5-Year Plan).**
- (b) **Significant Amendment and Substantial Deviation/Modification.** PHA must provide the definition of "significant amendment" and "substantial deviation/modification". **(Note: Standard and Troubled PHAs complete annually; Small and High Performers complete only for Annual Plan submitted with the 5-Year Plan.)**

- (c) PHAs must include or reference any applicable memorandum of agreement with HUD or any plan to improve performance. **(Note: Standard and Troubled PHAs complete annually).**

11.0 Required Submission for HUD Field Office Review. In order to be a complete package, PHAs must submit items (a) through (g), with signature by mail or electronically with scanned signatures. Items (h) and (i) shall be submitted electronically as an attachment to the PHA Plan.

- (a) Form HUD-50077, *PHA Certifications of Compliance with the PHA Plans and Related Regulations*
- (b) Form HUD-50070, *Certification for a Drug-Free Workplace (PHAs receiving CFP grants only)*
- (c) Form HUD-50071, *Certification of Payments to Influence Federal Transactions (PHAs receiving CFP grants only)*
- (d) Form SF-LLL, *Disclosure of Lobbying Activities (PHAs receiving CFP grants only)*
- (e) Form SF-LLL-A, *Disclosure of Lobbying Activities Continuation Sheet (PHAs receiving CFP grants only)*
- (f) Resident Advisory Board (RAB) comments.
- (g) Challenged Elements. Include any element(s) of the PHA Plan that is challenged.
- (h) Form HUD-50075.1, *Capital Fund Program Annual Statement/Performance and Evaluation Report (Must be attached electronically for PHAs receiving CFP grants only)*. See instructions in 8.1.
- (i) Form HUD-50075.2, *Capital Fund Program Five-Year Action Plan (Must be attached electronically for PHAs receiving CFP grants only)*. See instructions in 8.2.

Resolution B11-23

**PHA Certifications of Compliance with the PHA Plans and Related Regulations:
Board Resolution to Accompany the PHA 5-Year and Annual PHA Plan**

*Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairman or other authorized PHA official if there is no Board of Commissioners, I approve the submission of the ___ 5-Year and/or X Annual PHA Plan for the PHA fiscal year beginning **2012**, hereinafter referred to as "the Plan", of which this document is a part and make the following certifications and agreements with the Department of Housing and Urban Development (HUD) in connection with the submission of the Plan and implementation thereof:*

1. The Plan is consistent with the applicable comprehensive housing affordability strategy (or any plan incorporating such strategy) for the jurisdiction in which the PHA is located.
2. The Plan contains a certification by the appropriate State or local officials that the Plan is consistent with the applicable Consolidated Plan, which includes a certification that requires the preparation of an Analysis of Impediments to Fair Housing Choice, for the PHA's jurisdiction and a description of the manner in which the PHA Plan is consistent with the applicable Consolidated Plan.
3. The PHA certifies that there has been no change, significant or otherwise, to the Capital Fund Program (and Capital Fund Program/Replacement Housing Factor) Annual Statement(s), since submission of its last approved Annual Plan. The Capital Fund Program Annual Statement/Annual Statement/Performance and Evaluation Report must be submitted annually even if there is no change.
4. The PHA has established a Resident Advisory Board or Boards, the membership of which represents the residents assisted by the PHA, consulted with this Board or Boards in developing the Plan, and considered the recommendations of the Board or Boards (24 CFR 903.13). The PHA has included in the Plan submission a copy of the recommendations made by the Resident Advisory Board or Boards and a description of the manner in which the Plan addresses these recommendations.
5. The PHA made the proposed Plan and all information relevant to the public hearing available for public inspection at least 45 days before the hearing, published a notice that a hearing would be held and conducted a hearing to discuss the Plan and invited public comment.
6. The PHA certifies that it will carry out the Plan in conformity with Title VI of the Civil Rights Act of 1964, the Fair Housing Act, section 504 of the Rehabilitation Act of 1973, and title II of the Americans with Disabilities Act of 1990.
7. The PHA will affirmatively further fair housing by examining their programs or proposed programs, identify any impediments to fair housing choice within those programs, address those impediments in a reasonable fashion in view of the resources available and work with local jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement and maintain records reflecting these analyses and actions.
8. For PHA Plan that includes a policy for site based waiting lists:
 - The PHA regularly submits required data to HUD's 50058 PIC/IMS Module in an accurate, complete and timely manner (as specified in PIH Notice 2006-24);
 - The system of site-based waiting lists provides for full disclosure to each applicant in the selection of the development in which to reside, including basic information about available sites; and an estimate of the period of time the applicant would likely have to wait to be admitted to units of different sizes and types at each site;
 - Adoption of site-based waiting list would not violate any court order or settlement agreement or be inconsistent with a pending complaint brought by HUD;
 - The PHA shall take reasonable measures to assure that such waiting list is consistent with affirmatively furthering fair housing;
 - The PHA provides for review of its site-based waiting list policy to determine if it is consistent with civil rights laws and certifications, as specified in 24 CFR part 903.7(c)(1).
9. The PHA will comply with the prohibitions against discrimination on the basis of age pursuant to the Age Discrimination Act of 1975.
10. The PHA will comply with the Architectural Barriers Act of 1968 and 24 CFR Part 41, Policies and Procedures for the Enforcement of Standards and Requirements for Accessibility by the Physically Handicapped.
11. The PHA will comply with the requirements of section 3 of the Housing and Urban Development Act of 1968, Employment Opportunities for Low-or Very-Low Income Persons, and with its implementing regulation at 24 CFR Part 135.

12. The PHA will comply with acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 and implementing regulations at 49 CFR Part 24 as applicable.
13. The PHA will take appropriate affirmative action to award contracts to minority and women's business enterprises under 24 CFR 5.105(a).
14. The PHA will provide the responsible entity or HUD any documentation that the responsible entity or HUD needs to carry out its review under the National Environmental Policy Act and other related authorities in accordance with 24 CFR Part 58 or Part 50, respectively.
15. With respect to public housing the PHA will comply with Davis-Bacon or HUD determined wage rate requirements under Section 12 of the United States Housing Act of 1937 and the Contract Work Hours and Safety Standards Act.
16. The PHA will keep records in accordance with 24 CFR 85.20 and facilitate an effective audit to determine compliance with program requirements.
17. The PHA will comply with the Lead-Based Paint Poisoning Prevention Act, the Residential Lead-Based Paint Hazard Reduction Act of 1992, and 24 CFR Part 35.
18. The PHA will comply with the policies, guidelines, and requirements of OMB Circular No. A-87 (Cost Principles for State, Local and Indian Tribal Governments), 2 CFR Part 225, and 24 CFR Part 85 (Administrative Requirements for Grants and Cooperative Agreements to State, Local and Federally Recognized Indian Tribal Governments).
19. The PHA will undertake only activities and programs covered by the Plan in a manner consistent with its Plan and will utilize covered grant funds only for activities that are approvable under the regulations and included in its Plan.
20. All attachments to the Plan have been and will continue to be available at all times and all locations that the PHA Plan is available for public inspection. All required supporting documents have been made available for public inspection along with the Plan and additional requirements at the primary business office of the PHA and at all other times and locations identified by the PHA in its PHA Plan and will continue to be made available at least at the primary business office of the PHA.
21. The PHA provides assurance as part of this certification that:
 - (i) The Resident Advisory Board had an opportunity to review and comment on the changes to the policies and programs before implementation by the PHA;
 - (ii) The changes were duly approved by the PHA Board of Directors (or similar governing body); and
 - (iii) The revised policies and programs are available for review and inspection, at the principal office of the PHA during normal business hours.
22. The PHA certifies that it is in compliance with all applicable Federal statutory and regulatory requirements.


Housing Authority of the City of Bremerton
PHA Name

WA003
PHA Number/HA Code

_____ 5-Year PHA Plan for Fiscal Years 20____ - 20_____

X Annual PHA Plan for Fiscal Years 2012 - 2013

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate. **Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name of Authorized Official	Title
Eric Anderson	Chairperson of the Board of Commissioners
Signature 	Date <u>27 June 11</u>

Certification for a Drug-Free Workplace

U.S. Department of Housing
and Urban Development

Applicant Name

Housing Authority of the City of Bremerton

Program/Activity Receiving Federal Grant Funding

Capital Fund Program, Project & Tenant-Based S8, LIPH Operating Fund, Ross Grant, Disaster Relief Voucher Programs,
~~SLIP Grants, ESS Grants, VASH Grants~~

Acting on behalf of the above named Applicant as its Authorized Official, I make the following certifications and agreements to the Department of Housing and Urban Development (HUD) regarding the sites listed below:

I certify that the above named Applicant will or will continue to provide a drug-free workplace by:

a. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the Applicant's workplace and specifying the actions that will be taken against employees for violation of such prohibition.

b. Establishing an on-going drug-free awareness program to inform employees ---

(1) The dangers of drug abuse in the workplace;

(2) The Applicant's policy of maintaining a drug-free workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.

c. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph a.;

d. Notifying the employee in the statement required by paragraph a. that, as a condition of employment under the grant, the employee will ---

(1) Abide by the terms of the statement; and

(2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

e. Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph d.(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;

f. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph d.(2), with respect to any employee who is so convicted ---

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

g. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs a. thru f.

2. Sites for Work Performance. The Applicant shall list (on separate pages) the site(s) for the performance of work done in connection with the HUD funding of the program/activity shown above: Place of Performance shall include the street address, city, county, State, and zip code. Identify each sheet with the Applicant name and address and the program/activity receiving grant funding.)

BHA Administrative Offices: 4040 Wheaton Way, Bremerton WA 98310

Norm Dicks Government Center/Contract Management Services: 345 6th St. Suite 200, Bremerton WA 98337

Check here ☐ if there are workplaces on file that are not identified on the attached sheets.

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate.

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties.
(18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name of Authorized Official

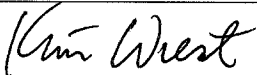
Kurt Wiest

Title

Executive Director

Signature

X



Date

07/07/11

Certification of Payments to Influence Federal Transactions

U.S. Department of Housing
and Urban Development
Office of Public and Indian Housing

Applicant Name

Housing Authority of the City of Bremerton

Program/Activity Receiving Federal Grant Funding

Capital Fund Program, Project & Tenant-Based S8, LIPH Operating Fund, Ross Grant, Disaster Relief Voucher Programs, SHP Grants, FSS Grants: VASH Grants

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, Disclosure Form to Report Lobbying, in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate.

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties.
(18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

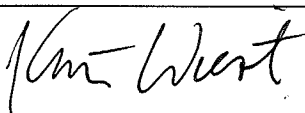
Name of Authorized Official

Kurt Wiest

Title

Executive Director

Signature



Date (mm/dd/yyyy)

07/07/11

DISCLOSURE OF LOBBYING ACTIVITIES

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352

(See reverse for public burden disclosure.)

Approved by OMB

0348-0046

1. Type of Federal Action: <input type="checkbox"/> a. contract <input checked="" type="checkbox"/> b. grant c. cooperative agreement d. loan e. loan guarantee f. loan insurance		2. Status of Federal Action: <input type="checkbox"/> a. bid/offer/application b. initial award c. post-award		3. Report Type: <input type="checkbox"/> a. initial filing b. material change For Material Change Only: year _____ quarter _____ date of last report _____	
4. Name and Address of Reporting Entity: <input type="checkbox"/> Prime <input type="checkbox"/> Subawardee Tier _____, if known: Congressional District, if known: 4c			5. If Reporting Entity in No. 4 is a Subawardee, Enter Name and Address of Prime: Not Applicable Congressional District, if known:		
6. Federal Department/Agency:			7. Federal Program Name/Description: CFDA Number, if applicable: _____		
8. Federal Action Number, if known:			9. Award Amount, if known: \$		
10. a. Name and Address of Lobbying Registrant (if individual, last name, first name, MI): Not Applicable			b. Individuals Performing Services (including address if different from No. 10a) (last name, first name, MI): Not Applicable		
11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.			Signature: <u>Kurt Wiest</u> Print Name: <u>Kurt Wiest</u> Title: <u>Executive Director</u> Telephone No.: <u>360-616-7240</u> Date: <u>7-7-11</u>		
Federal Use Only:			Authorized for Local Reproduction Standard Form LLL (Rev. 7-97)		

INSTRUCTIONS FOR COMPLETION OF SF-LLL, DISCLOSURE OF LOBBYING ACTIVITIES

This disclosure form shall be completed by the reporting entity, whether subawardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.
2. Identify the status of the covered Federal action.
3. Identify the appropriate classification of this report. If this is a followup report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
4. Enter the full name, address, city, State and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or subaward recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.
5. If the organization filing the report in item 4 checks "Subawardee," then enter the full name, address, city, State and zip code of the prime Federal recipient. Include Congressional District, if known.
6. Enter the name of the Federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.
8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) number; Invitation for Bid (IFB) number; grant announcement number; the contract, grant, or loan award number; the application/proposal control number assigned by the Federal agency). Include prefixes, e.g., "RFP-DE-90-001."
9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.
10. (a) Enter the full name, address, city, State and zip code of the lobbying registrant under the Lobbying Disclosure Act of 1995 engaged by the reporting entity identified in item 4 to influence the covered Federal action.

(b) Enter the full names of the individual(s) performing services, and include full address if different from 10 (a). Enter Last Name, First Name, and Middle Initial (MI).
11. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid OMB Control Number. The valid OMB control number for this information collection is OMB No. 0348-0046. Public reporting burden for this collection of information is estimated to average 10 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0046), Washington, DC 20503.

Annual Statement/Performance and Evaluation Report
 Capital Fund Program, Capital Fund Program Replacement Housing Factor and
 Capital Fund Financing Program

U.S. Department of Housing and Urban Development
 Office of Public and Indian Housing
 OMB No. 2577-0226
 Expires 4/30/2011

Part I: Summary					
PHA Name: Housing Authority of the City of Bremerton		Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Grant No: WA19R003501-11 Date of CFFP:			FFY of Grant: 2011 FFY of Grant Approval: 2011
Type of Grant <input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:) <input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final Performance and Evaluation Report					
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost ¹	
		Original	Revised ²	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations (may not exceed 20% of line 21) ³				
3	1408 Management Improvements				
4	1410 Administration (may not exceed 10% of line 21)				
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures	355,970			
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Non-dwelling Structures				
13	1475 Non-dwelling Equipment				
14	1485 Demolition				
15	1492 Moving to Work Demonstration				
16	1495.1 Relocation Costs				
17	1499 Development Activities ⁴				

¹ To be completed for the Performance and Evaluation Report.

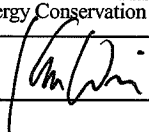
² To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

³ PHAs with under 250 units in management may use 100% of CFP Grants for operations.

⁴ RHF funds shall be included here.

Annual Statement/Performance and Evaluation Report
 Capital Fund Program, Capital Fund Program Replacement Housing Factor and
 Capital Fund Financing Program

U.S. Department of Housing and Urban Development
 Office of Public and Indian Housing
 OMB No. 2577-0226
 Expires 4/30/2011

Part I: Summary					
PHA Name: Housing Authority of the City of Bremerton		Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Grant No: WA19R003501-11 Date of CFFP:		FFY of Grant: 2011 FFY of Grant Approval: 2011	
Type of Grant <input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:) <input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final Performance and Evaluation Report					
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost ¹	
		Original	Revised ²	Obligated	Expended
18a	1501 Collateralization or Debt Service paid by the PHA				
18ba	9000 Collateralization or Debt Service paid Via System of Direct Payment				
19	1502 Contingency (may not exceed 8% of line 20)				
20	Amount of Annual Grant:: (sum of lines 2 - 19)	355,970			
21	Amount of line 20 Related to LBP Activities				
22	Amount of line 20 Related to Section 504 Activities				
23	Amount of line 20 Related to Security - Soft Costs				
24	Amount of line 20 Related to Security - Hard Costs				
25	Amount of line 20 Related to Energy Conservation Measures				
Signature of Executive Director 		Date 3/18/2011	Signature of Public Housing Director Date		

¹ To be completed for the Performance and Evaluation Report.

² To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

³ PHAs with under 250 units in management may use 100% of CFP Grants for operations.

⁴ RHF funds shall be included here.

¹ To be completed for the Performance and Evaluation Report or a Revised Annual Statement.
² To be completed for the Performance and Evaluation Report.

¹ Obligation and expenditure end dated can only be revised with HUD approval pursuant to Section 9j of the U.S. Housing Act of 1937, as amended.

Annual Statement/Performance and Evaluation Report
 Capital Fund Program, Capital Fund Program Replacement Housing Factor and
 Capital Fund Financing Program

U.S. Department of Housing and Urban Development
 Office of Public and Indian Housing
 OMB No. 2577-0226
 Expires 4/30/2011

Part I: Summary					
PHA Name: Housing Authority of the City of Bremerton		Grant Type and Number Capital Fund Program Grant No: WA19P003501-11 Replacement Housing Factor Grant No: Date of CFFP:			FFY of Grant: 2011 FFY of Grant Approval: 2011
Type of Grant <input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:) <input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final Performance and Evaluation Report					
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost ¹	
		Original	Revised ²	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations (may not exceed 20% of line 21) ³	150,000			
3	1408 Management Improvements				
4	1410 Administration (may not exceed 10% of line 21)				
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvement	20,000			
10	1460 Dwelling Structures	535,660			
11	1465.1 Dwelling Equipment—Nonexpendable	70,000			
12	1470 Non-dwelling Structures				
13	1475 Non-dwelling Equipment				
14	1485 Demolition				
15	1492 Moving to Work Demonstration				
16	1495.1 Relocation Costs				
17	1499 Development Activities ⁴				

¹ To be completed for the Performance and Evaluation Report.

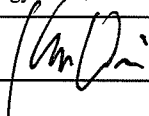
² To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

³ PHAs with under 250 units in management may use 100% of CFP Grants for operations.

⁴ RHF funds shall be included here.

Annual Statement/Performance and Evaluation Report
 Capital Fund Program, Capital Fund Program Replacement Housing Factor and
 Capital Fund Financing Program

U.S. Department of Housing and Urban Development
 Office of Public and Indian Housing
 OMB No. 2577-0226
 Expires 4/30/2011

Part I: Summary					
PHA Name: Housing Authority of the City of Bremerton		Grant Type and Number Capital Fund Program Grant No: WA19P003501-11 Replacement Housing Factor Grant No: Date of CFFP:			FFY of Grant: 2011 FFY of Grant Approval: 2011
Type of Grant <input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:) <input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final Performance and Evaluation Report					
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost ¹	
		Original	Revised ²	Obligated	Expended
18a	1501 Collateralization or Debt Service paid by the PHA				
18ba	9000 Collateralization or Debt Service paid Via System of Direct Payment				
19	1502 Contingency (may not exceed 8% of line 20)				
20	Amount of Annual Grant:: (sum of lines 2 - 19)	775,660			
21	Amount of line 20 Related to LBP Activities				
22	Amount of line 20 Related to Section 504 Activities				
23	Amount of line 20 Related to Security - Soft Costs				
24	Amount of line 20 Related to Security - Hard Costs				
25	Amount of line 20 Related to Energy Conservation Measures				
Signature of Executive Director 		Date 3/10/2011		Signature of Public Housing Director	
				Date	

¹ To be completed for the Performance and Evaluation Report.

² To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

³ PHAs with under 250 units in management may use 100% of CFP Grants for operations.

⁴ RHF funds shall be included here.

PHA Name: Housing Authority of the City of Bremerton	Grant Type and Number Capital Fund Program Grant No: WA19P003501-11 CFFP (Yes/ No): Replacement Housing Factor Grant No:	Federal FFY of Grant: 2011
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¹ To be completed for the Performance and Evaluation Report or a Revised Annual Statement.
² To be completed for the Performance and Evaluation Report.

PHA Name: Housing Authority of the City of Bremerton

Reasons for Revised Target Dates¹

¹ Obligation and expenditure end dated can only be revised with HUD approval pursuant to Section 9j of the U.S. Housing Act of 1937, as amended.

Capital Fund Program—Five-Year Action Plan

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
Expires 4/30/20011

Part I: Summary						
PHA Name/Number			Locality (City/County & State)		<input checked="" type="checkbox"/> Original 5-Year Plan	<input type="checkbox"/> Revision No:
A.	Development Number and Name	Work Statement for Year 1 FFY 2011	Work Statement for Year 2 FFY 2012	Work Statement for Year 3 FFY 2013	Work Statement for Year 4 FFY 2014	Work Statement for Year 5 FFY 2015
B.	Physical Improvements Subtotal	Annual Statement	50,000	70,000	50,000	70,000
C.	Management Improvements					
D.	PHA-Wide Non-dwelling Structures and Equipment					
E.	Administration					
F.	Other					
G.	Operations		200,000	200,000	200,000	200,000
H.	Demolition					
I.	Development		825,000	849,250	918,420	768,000
J.	Capital Fund Financing – Debt Service					
K.	Total CFP Funds		50,000	70,000	93,420	147,500
L.	Total Non-CFP Funds		1,025,000	1,049,250	1,075,000	890,500
M.	Grand Total		1,075,000	1,119,250	1,168,420	1,038,000

**U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
Expires 4/30/20011**

[illegible]

**U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
Expires 4/30/20011**

[illegible]

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
Expires 4/30/2011

[illegible]

Part III: Supporting Pages – Management Needs Work Statement(s)				
Work Statement for Year 1 FFY _____	Work Statement for Year _____ FFY _____		Work Statement for Year: _____ FFY _____	
	Development Number/Name General Description of Major Work Categories	Estimated Cost	Development Number/Name General Description of Major Work Categories	Estimated Cost
	See			
Annual				
Statement				
	Subtotal of Estimated Cost	\$	Subtotal of Estimated Cost	\$

Part III: Supporting Pages – Management Needs Work Statement(s)				
Work Statement for Year 1 FFY _____	Work Statement for Year _____ FFY _____		Work Statement for Year: _____ FFY _____	
	Development Number/Name General Description of Major Work Categories	Estimated Cost	Development Number/Name General Description of Major Work Categories	Estimated Cost
	See Annual Statement			
	Subtotal of Estimated Cost	\$	Subtotal of Estimated Cost	\$



**U.S. Department of Housing and Urban Development
Office of Public and Indian Housing**

Special Attention of:

Public Housing Office Directors
Public Housing Agencies
HUD Field Offices
Section 8 Housing Agencies
HOPE VI Coordinators
Special Applications Center
Recovery Prevention Corp.

Notice PIH 2008- 41 (HA)

Issued: November 13, 2008

Expires: November 30, 2009

Cross Reference:

24 CFR 902; 24 CFR 903; 24 CFR 905;
24 CFR 941; 24 CR 968; and 24 CFR 990

Subject: Public Housing Agency (PHA) Five-Year and Annual Plan Process for all PHAs



HOUSING AUTHORITY OF THE CITY OF BREMERTON

**ADMISSIONS AND CONTINUED OCCUPANCY POLICY
FOR THE
PUBLIC HOUSING PROGRAM**

04/21/08 Special BOC Meeting: Approval of New ACOP

Resolution No.: B08-07

CH-Section: 3.III.F

3-III.F. PROHIBITION AGAINST DENIAL OF ASSISTANCE TO VICTIMS OF DOMESTIC
VIOLENCE, DATING VIOLENCE, AND STALKING
[Pub.L. 109-162]

**ADMINISTRATIVE PLAN
FOR THE
SECTION 8 HOUSING CHOICE VOUCHER PROGRAM**

05/21/07 Special BOC Meeting: Approval of New Admin Plan

Resolution No.: B07-05

CH-Section: 3.III.G

3-III.G. PROHIBITION AGAINST DENIAL OF ASSISTANCE TO VICTIMS OF
DOMESTIC VIOLENCE, DATING VIOLENCE, AND STALKING [PUB.L. 109-162]

Attachment A

P.O. Box 2189 • Bremerton, WA 98310 • Phone: (360) 479-3694 • TTY (360) 377-8606 • Fax: (360) 616-8558

The Housing Authority of the City of Bremerton (BHA) does not discriminate on the basis of race, color, creed, national origin, religion, disability, sex, sexual orientation, age (over 40), military status, whistleblower retaliation, or familial status in admission or access to its programs. If you need to request a reasonable accommodation, contact the BHA Section 504 Coordinator at (360) 479-3694.



Equal Housing Opportunity



Barrier Free



(BOTH POLICIES CONTAIN THE SAME VERBIAGE AS INCLUDED BELOW)

3-III.F. PROHIBITION AGAINST DENIAL OF ASSISTANCE TO VICTIMS OF DOMESTIC VIOLENCE, DATING VIOLENCE, AND STALKING

[Pub.L. 109-162]

The Violence against Women Reauthorization Act of 2005 (VAWA) prohibits denial of admission to an otherwise qualified applicant on the basis that the applicant is or has been a victim of domestic violence, dating violence, or stalking. Specifically, Section 607(2) of VAWA adds the following provision to Section 6 of the U.S. Housing Act of 1937, which lists contract provisions and requirements for the public housing program:

Every contract for contributions shall provide that . . . the public housing agency shall not deny admission to the project to any applicant on the basis that the applicant is or has been a victim of domestic violence, dating violence, or stalking if the applicant otherwise qualifies for assistance or admission, and that nothing in this section shall be construed to supersede any provision of any Federal, State, or local law that provides greater protection than this section for victims of domestic violence, dating violence, or stalking.

Definitions

As used in VAWA:

- The term *domestic violence* includes felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.
- The term *dating violence* means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim; and where the existence of such a relationship shall be determined based on a consideration of the following factors:
 - The length of the relationship
 - The type of relationship
 - The frequency of interaction between the persons involved in the relationship
- The term *stalking* means:
 - To follow, pursue, or repeatedly commit acts with the intent to kill, injure, harass, or intimidate; or
 - To place under surveillance with the intent to kill, injure, harass, or intimidate another person; and
 - In the course of, or as a result of, such following, pursuit, surveillance, or repeatedly committed acts, to place a person in reasonable fear of the death of, or serious bodily injury to, or to cause substantial emotional harm to (1) that person, (2) a member of the immediate family of that person, or (3) the spouse or intimate partner of that person.

Notification and Victim Documentation

BHA Policy

The BHA acknowledges that a victim of domestic violence, dating violence, or stalking may have an unfavorable history that would warrant denial under the BHA's policies. Therefore, if the BHA makes a determination to deny admission to an applicant family on the basis of an unfavorable history, the BHA will include in its notice of denial a statement of the protection against denial provided by VAWA and will offer the applicant the opportunity to provide documentation affirming that the cause of the unfavorable history is that a member of the applicant family is or has been a victim of domestic violence, dating violence, or stalking.

The documentation must include two elements:

A signed statement by the victim that provides the name of the perpetrator and

certifies that the incidents in question are bona fide incidents of actual or threatened domestic violence, dating violence, or stalking

One of the following:

A police or court record documenting the actual or threatened abuse

A statement signed by an employee, agent, or volunteer of a victim service provider; an attorney; a medical professional; or another knowledgeable professional from whom the victim has sought assistance in addressing the actual or threatened abuse. The professional must attest under penalty of perjury that the incidents in question are bona fide incidents of abuse, and the victim must sign or attest to the statement.

The applicant must submit the required documentation with her or his request for an informal hearing (see section 14-I.B) or must request an extension in writing at that time. If the applicant so requests, the BHA will grant an extension of 10 business days, and will postpone scheduling the applicant's informal hearing until after it has received the documentation or the extension period has elapsed. If after reviewing the documentation provided by the applicant the BHA determines the family is eligible for assistance, no informal hearing will be scheduled and the BHA will proceed with admission of the applicant family.

Perpetrator Removal or Documentation of Rehabilitation

BHA Policy

In cases where an applicant family includes the perpetrator as well as the victim of domestic violence, dating violence, or stalking, the BHA will proceed as above but will require, in addition, either (a) that the perpetrator be removed from the applicant household and not reside in the public housing unit or (b) that the family provide documentation that the perpetrator has successfully completed, or is successfully undergoing, rehabilitation or treatment.

If the family elects the second option, the documentation must be signed by an employee or agent of a domestic violence service provider or by a medical or other knowledgeable professional from whom the perpetrator has sought or is receiving assistance in addressing the abuse. The signer must attest under penalty of perjury to his or her belief that the rehabilitation was successfully completed or is progressing successfully. The victim and perpetrator must also sign or attest to the documentation.

This additional documentation must be submitted within the same time frame as the documentation required above from the victim.

BHA Confidentiality Requirements

All information provided to the BHA regarding domestic violence, dating violence, or stalking, including the fact that an individual is a victim of such violence or stalking, must be retained in confidence and may neither be entered into any shared database nor provided to any related entity, except to the extent that the disclosure (a) is requested or consented to by the individual in writing, (b) is required for use in an eviction proceeding, or (c) is otherwise required by applicable law.

**HOUSING AUTHORITY OF THE CITY OF BREMERTON****MEMORANDUM**

DATE: February 28, 2011

TO: BHA Board of Commissioners

THRU: **Kurt Wiest**
Executive Director

FROM: **Sarah Van Cleve**
Housing Director

SUBJECT: **Amendment to the Administrative Plan: Chapter 15, Part VII: Homeownership**

Staff is requesting approval of an amendment to the Housing Choice Voucher Administrative Plan. The amendment relates to revisions to portions of the chapter on Homeownership. As we move closer to the possibility of creating homeownership opportunities for voucher holders at Bay Vista, changes are recommended that would increase the likelihood of success for prospective participants. We've broadened the scope for eligibility, particularly as it relates to income, and brought greater clarity on implementation of the program.

ACTION REQUIRED:	Approve the Admin Plan REV CH 15 – Homeownership
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Bremerton Housing Authority
BHA Administrative Plan: Chapter 15
Homeownership

15-VII.A. OVERVIEW [24 CFR 982.625]

The homeownership option is used to assist a family residing in a home purchased and owned by one or more members of the family. A family assisted under this option may be newly admitted or an existing participant in the HCV program. BHA must have the capacity to operate a successful HCV homeownership program as defined by the regulations.

There are two forms of homeownership assistance a BHA may offer under this option: monthly homeownership assistance payments, or a single down payment assistance grant. BHA may choose to offer either or both forms of homeownership assistance, or choose not to offer either. If a BHA offers both forms of assistance, a family must choose which form of assistance to receive.

The BHA must offer either form of homeownership assistance if needed as a reasonable accommodation so that the program is readily accessible to and usable by persons with disabilities. It is the sole responsibility of BHA to determine whether it is reasonable to implement a homeownership program as a reasonable accommodation. BHA must determine what is reasonable based on the specific circumstances and individual needs of the person with a disability. BHA may determine that it is not reasonable to offer homeownership assistance as a reasonable accommodation in cases where BHA has otherwise opted not to implement a homeownership program.

The BHA must approve a live-in aide if needed as a reasonable accommodation so that the program is readily accessible to and usable by persons with disabilities.

BHA hereby establishes a Section 8 tenant-based homeownership option in Kitsap County, Washington, pursuant to the U.S. Department of Housing and Urban Development's (HUD) final rule dated October 12, 2000 and Section 555 of the Quality Housing and Work Responsibility Act of 1998 under Section 8(y), Homeownership Option, and revisions to the regulations.

15-VII.B. INITIAL REQUIREMENTS [24 CFR 982.626]

Families must meet all of the requirements listed below before the commencement of homeownership assistance. Any Section 8 eligible program participant who meets the eligibility requirements may use their Section 8 housing choice voucher assistance to purchase rather than rent a home, subject to the following:

- The family must be a current participant in the BHA HCV program and been a participant for at least one year in good standing.
- A family must meet the requirements for continued participation in the BHA tenant-based HCV Program (Section 8).
- The family must qualify as a first-time homeowner as defined by HCV HO regulations, or may be a cooperative member. Except for cooperative members who have acquired cooperative membership shares prior to commencement of homeownership assistance, no family member may have present ownership interest in a residence at the commencement of homeownership assistance for the purchase of any home.
- The non-disabled/non-elderly family must meet the Federal minimum income requirement which is available online at: <http://www.huduser.org/portal/datasets/il/il10/index.html> or you can call the BHA office for the current income limits. The family must have a gross annual income equal to the Federal minimum wage which is available online at

<http://www.dol.gov/dol/topic/wages/minimumwage.htm> multiplied by 2,000 hours, based on the income of adult family members who will own the home. Welfare assistance cannot be used to determine the minimum income requirement.

- For an elderly or disabled family, the minimum income requirement is equal to the current SSI monthly payment for an individual living alone, multiplied by 12.
- For an elderly or disabled family, welfare assistance payments for adult family members who will own the home will be included in determining whether the family meets the minimum income requirement. It will not be included for other families.
- The family must satisfy the employment requirements by demonstrating that one or more adult members of the family who will own the home at commencement of homeownership assistance is currently employed on a full-time basis (not less than an average of 30 hours per week); and has been continuously so employed during the year before commencement of homeownership assistance for the family. Continuously employed, as defined by BHA's policy, occurs when the break in employment does not exceed two months.
- The employment requirement does not apply to elderly and disabled families. For a non-elderly/non-disabled family that includes a person with disabilities, BHA will grant an exemption from the employment requirement if the family requests and provides adequate verification that it is needed as a reasonable accommodation.
- The family has not previously defaulted on a mortgage secured debt to purchase a home under the HCV homeownership program.
- Except for cooperative members who have acquired cooperative membership shares prior to the commencement of homeownership assistance, the family has entered a contract of sale in accordance with 24 CFR 982.631(c).
- BHA requires the participant to have no indebtedness to the BHA or any other PHA, nor be in a current repayment agreement with BHA or a PHA.
- The family has not committed any serious or repeated violations of a BHA-assisted lease within the past year.
- The family is in good standing with all terms of the family obligations and has been so for at least one year.
- The family has had no family caused violations of HUD's Housing Quality Standards within the last year.

15-VII.C. ELIGIBILITY REQUIREMENTS [24 CFR 982.627]

BHA will initially make available and administer 25 vouchers for the homeownership program. Upon use of all twenty-five (25) vouchers an additional set aside of 25 will be designated for homeownership based on availability.

The number of Housing Kitsap HCV vouchers that will initially be made available for the homeownership program will be limited to four (4).

BHA will offer the homeownership option to participant families who:

- Have cleared any credit issues that would prevent them from obtaining financing; and
- Contain at least one adult family member who will own the home who has been continuously employed for at least one year; and
- Have completed a HUD approved first time homebuyer class; and

- Are enrolled in and have taken at least four (4) pre-purchase homeownership classes and agree to complete a minimum of 8 hours of post-purchase classes per year of homeownership; and
- Currently receiving HCV tenant-based assistance. Families enrolled in public housing must become a BHA HCV tenant-based program participant prior to enrollment in the HCV Homeownership Program. If the family is a participant in the PH, FSS, ROSS or HOPE VI Relocation Program, the 1-year participation in the HCV program may be waived by BHA. The family must have met all the conditions of the PH, FSS, ROSS Homeownership Program or PH HOPE VI Relocation and not be in violation of any BHA or HUD requirements.
- Priority will be given to families enrolled in the FSS Program for at least one year and that have established an escrow account. Funds accumulated in the escrow account may be advanced for resolving credit in order to qualify for the purchase of the home, or financing provisions, subject to the guidelines of the FSS Program and approval by BHA.

15-VII.D. ELIGIBLE UNITS [24 CFR 982.628]

In order for a unit to be eligible, BHA must determine that the unit satisfies all of the following requirements:

- The unit must meet HUD's "eligible housing" requirements. The unit may not be any of the following:
 - A public housing or Indian unit;
 - A unit receiving Section 8 project based assistance;
 - A nursing home, board and care home, or facility providing continual psychiatric, medical or nursing services;
 - A college or other school dormitory;
 - On the grounds of penal, reformatory, medical, mental, or similar public or private institutions.
- The unit must be under construction (footers have been poured) or already exist at the time the family enters into the contract of sale.
- The unit must be a one-unit property or a single dwelling unit in a cooperative or condominium.
- The unit must have been inspected by BHA **AND** by an independent inspector designated by the family.
- The unit must meet Housing Quality Standards.
- For a unit where the family will not own fee title to the real property (such as land owned by a land trust), the home must have a permanent foundation and the family must have the right to occupy the site for at least forty (40) years.
- For BHA owned units all of the following conditions must be satisfied:
 - BHA informs the family, both orally and in writing, that the family has the right to purchase any eligible unit and a BHA owned unit is freely selected by the family without BHA pressure or steering;
 - The unit is not ineligible housing;
 - BHA obtains the services of an independent agency to inspect the unit for compliance with HQS, review the independent inspection report, review the contract of sale, determine the reasonableness of the sales price and any BHA provided financing. All of these actions must be completed in accordance with program requirements.

BHA must not approve the unit if BHA has been informed that the seller is debarred, suspended, or subject to a limited denial of participation.

15.VII.E. TIME FRAME TO PURCHASE A HOME [24 CFR 982.626(b), CFR 982.629(a)]

An applicant will have a maximum of 180 days from the date of issuance of a homeownership voucher to find a home and enter into a Purchase Agreement. Failure to complete the home purchase process does not disqualify the family from continued participation in the HCV rental program.

Any additional extension will be at the discretion of the BHA's Executive Director.

BHA will require periodic reports on the family's progress in finding and purchasing a home. Such reports will be provided by the family at thirty (30) day intervals.

Permitted Ownership Arrangements

The Homeownership Program may be utilized for the following types of housing:

- A single-family unit owned by the family, where one or more adult family members hold title to the home, or a home previously occupied under a lease-purchase agreement. Such unit may be a single-family home, half of a duplex or single unit within a condominium or multi-plex.
- A cooperative unit, where one or more adult family members hold membership shares in the cooperative.
- A manufactured home on a permanent foundation in which the family owns the land in fee simple, or if the family does not own the land on which the home sits, the family has the right to occupy the land for at least forty years.
- For BHA-owned units all of the following conditions must be satisfied:
 - BHA informs the family, both orally and in writing, that the family has the right to purchase any eligible unit and a BHA-owned unit is freely selected by the family without BHA pressure or steering;
 - The unit is not an ineligible housing unit;
 - BHA obtains the services of an independent agency to inspect the unit for compliance with HQS, review the independent inspection report, review the contract of sale, determine the reasonableness of the sales price and any BHA provided financing. All of these actions must be completed in accordance with program requirements. BHA will obtain the services of a neighboring PHA or the statewide HCV administering agency to perform these services, so long as the independent agency is operating a HCV Homeownership Program.

15-VII.F. HOMEOWNERSHIP COUNSELING [24 CFR 982.630]

Participants in the HCV Homeownership Program must attend, satisfactorily complete, and receive written certification of a pre-purchase homeownership counseling program approved by the Washington State Housing Finance Commission and be deemed mortgage ready" before a homeownership voucher will be issued. The counseling will may cover the following topics:

- Home maintenance
- Budgeting and money management
- Credit counseling
- Negotiating the purchase price of a home
- Financing
- Locating the home
- De-concentration issues

- Fair housing, predatory lending
- Truth in lending, RESPA

Families must complete at least four (4) pre-purchase homeownership classes and agree to complete a minimum of 8 hours of post-purchase homeownership classes per year of homeownership assistance.

Issuance of Homeownership Voucher

Upon successful completion of the homeownership counseling and recertification of eligibility and income, the family will be issued a HCV HO Voucher and referred to a participating financial institution to be pre-qualified for mortgage. BHA will provide the financial institution with the family's estimated homebuyer subsidy for inclusion in the qualification determination.

The voucher will be valid for a total of 180 days from the date of issuance. The family must enter into a purchase agreement within the time period allotted, unless an extension is provided by BHA in writing.

15.VII.G. CONTRACT OF SALE AND HOME INSPECTIONS [24 CFR 982.631]

Participants in the HCV Homeownership Program must initially complete a Purchase Agreement with the owner of the property to be purchased.

The Purchase Agreement must include the seller's certification that the seller(s) has not been debarred, suspended, or subject to a limited denial of participation under any federal contract in accordance with 24 CFR.

The Purchase Agreement must include the home's price and other terms of sale, the BHA pre-purchase HQS inspection requirements (including a provision that the participant will arrange for an independent pre-purchase inspection of the unit as set forth below), a provision that the participant is not obligated to purchase the unit unless the inspections are satisfactory to the purchaser and BHA, and an agreement that the purchaser is not obligated to pay for any necessary repairs. Buyer is not obligated for the purchase of the unit unless satisfactory financing can be secured and that is subject to approval by BHA.

The participant must obtain an independent professional home inspection of the unit's major systems at the participant's expense. A member of the American Society of Home Inspectors (ASHI), a regular member of the National Association of Home Inspectors (NAHI), the State Association of Building Inspectors, or other recognized qualifying agent acceptable to both the lender and BHA must conduct the independent inspection. The inspector shall also be acceptable to the local lending institutions. In all cases the inspection must cover major building systems and components, including foundation and structure, housing interior and exterior, and the roofing, plumbing, electrical and heating systems. The unit must pass a termite or wood destroying organism report and any other requirements as determined by the State of Louisiana. The inspectors must provide a copy of the inspection reports both to the family and to BHA.

BHA may not require the family to use an independent inspector selected by BHA. The independent inspector may not be a BHA employee or contractor, or other person under control of BHA. However, BHA has established standards for qualification of inspectors selected by families under the homeownership program.

BHA will conduct a Housing Quality Standards (HQS) inspection first, and if satisfactory, then require the independent inspection. BHA will then review the independent professional inspection report of the unit's major systems. BHA retains the right to disqualify the unit for inclusion in the Homeownership Program based on either the HQS inspection or the independent professional inspections report.

15.VII.H. FINANCING [24 CFR 982.632]

BHA has established requirements for financing the purchase of a home under the homeownership option. This may include requirements concerning qualification of lenders, terms of financing, restrictions concerning debt secured by the home, lender qualifications, loan terms, and affordability of the debt. The BHA established policies describing these requirements are contained in the administrative plan.

BHA may not require that families acquire financing from one or more specified lenders, thereby restricting the family's ability to secure favorable financing terms. Lenders must be willing to accept direct payment from BHA to the lender, or provide for servicing whereby a two payment system is acceptable from BHA and the participant on a monthly basis. BHA does have lender's that have been briefed on the program and are willing to make loans to HCV HO participants, and BHA will provide a list of these lenders to the participants.

As a check against predatory lending, BHA will review the financing and refinancing of each purchase transaction, including estimated closing cost. BHA will not approve loans with features such as: balloon payments, adjustable rate mortgages (ARMs), and unusually high interest rates. BHA will not approve any loans that contain predatory practices. BHA will not approve "seller financing" or "owner held" mortgages. Beyond these basic criteria, BHA will rely on the lenders or the secondary market to determine the affordability of the loan. However, BHA will also provide a determination on the affordable of the loan to program participants. BHA will not approve financing where the family would be obligated for a participant's share to exceed 40% of the participant's monthly adjusted income. Any exception to this provision must be approved by the Housing Director.

The mortgage the family applies for may require a minimum down of at least 3% of the sales price with 1% of the down payment coming from the purchaser's personal funds. BHA will not require the family have more than a maximum of 3% of the purchase price of the home in the transaction. However, in cases where a lender is requiring a larger amount, the family must be held to the underwriting guidelines set by their lending institution. BHA will require the purchaser with 1% of the down payment coming from the purchaser's personal funds.

BHA will approve a family's request to utilize its Family Self Sufficiency escrow account for down payment and/or closing cost when purchasing a unit under the HCV homeownership program, per FSS program policies.

The household is solely responsible for obtaining financing. All loans must meet FHA, Fannie Mae, Freddie Mac, reputable secondary markets, or acceptable mortgage insurance credit underwriting requirements, or governmental instruments. The first mortgage must provide for the escrow of taxes and insurance. BHA will review lender qualifications, loan terms, and other family debt and expenses to determine that the debt is affordable and reserves the right to disapprove the loan if it is unaffordable or the terms are considered predatory.

There is no prohibition against using local, state, Community Development Block Grant (CDBG), HOME or other subsidized financing in conjunction with the Homeownership program. BHA will review the layers and terms for satisfactory conditions, and retains the ability to approve or disapprove any and all financing terms.

The family must be represented by a real estate professional or attorney in the purchase process.

The family must have two (2) times the monthly Total Tenant Payment in the bank prior to closing and through the time of subsidy. This must be maintained in an account separate from the family's other accounts and the original or copy of the account statement must be sent to BHA directly from the bank or credit union.

In the event of an appeal to any local determination on financing, the decision of the Housing Director.

Ownership Title

The title of the unit to be purchased may be held jointly by one or more members of the assisted household or may be in a cooperative in which one or more members of the assisted household own shares. Town homes, condominiums, manufactured housing or other structure types are acceptable as long as a fee simple title can be transferred to the assisted family. Land leases are acceptable as long as they meet the HCV HO regulatory requirements.

15.VII.I. FAMILY OBLIGATIONS [24 CFR 982.633]

In addition to completing the pre- and post-purchase homeownership counseling program, the family must execute a HUD Statement of Homeowner Obligations and BHA's Statement of Homeowner Obligations Addendum prior to the issuance of the homeownership voucher, agreeing to comply with all family obligations under the Homeownership Program, including but not limited to:

- The family must comply with the terms of any mortgage securing debt incurred to purchase the home or any refinancing of such debt.
- At any time the family is receiving homeownership assistance, the family may not sell or transfer any interest in the home to any entity or person other than a member of the assisted family residing in the home.
- A home equity loan or any refinancing may not be acquired without the prior written consent of BHA.
- The family must provide required information regarding income and family composition in order to correctly calculate the total tenant payment (TTP) and homeownership assistance, consistent with the HCV requirements and any other information requested by BHA concerning financing, the transfer of any interest in the home, or the family's homeownership expenses.
- While receiving homeownership assistance, the family must notify BHA if the family defaults on a mortgage securing any debt incurred to purchase the home.
- While receiving homeownership assistance, the family must notify BHA before the family moves out of the home.
- The family must, at annual reexamination, document that the family is current on mortgage, insurance, escrow accounts, repair reserve account, and utility payments.
- The family is prohibited from moving more than one time in a one (1) year period. The family may be required to participate in pre- and post-purchase homeownership counseling prior to re-housing.
- While receiving homeownership assistance, no family member may have any ownership interest in any other residential property.
- Sign a release allowing BHA, counselors, realtors, and participating lenders to exchange information on the borrower.
- Agree to maintain the condition of the home to comply with minimum HUD Housing Quality Standards (HQS). If a home passes an inspection for three (3) consecutive years, HUD HQS inspections will no longer be required (at the discretion of the PHA).
- Acknowledge that the termination of assistance shall be in accordance with program requirements and the Administrative Plan.
- Acknowledge that the family is obligated for the whole mortgage payment in the event of termination of assistance.
- Disclose any and all changes of family composition and family income immediately to BHA.

- Agree that the family must immediately notify BHA of any late payment, delinquency notices, or default notices and must agree to participate in default counseling with a designated agency to become current.
- Agree to attend any identified financial, homeowner or post purchase counseling during time of assistance.
- Agree to the continued employment requirement as stated in BHA's Administrative Plan.
- BHA requires the family to maintain a minimum reserve for maintenance and major repairs. The minimum reserve shall be equal to the monthly reserve amounts times the number of months assisted as a homeowner less any BHA approved withdraws.
- Agrees that should they itemize deductions for IRS taxing purposes, they shall deduct in accordance with the IRS opinion that provides for a prorated deduction of the interest on a homeownership mortgage and homeownership taxes.

15.VII.J. LENGTH AND CONTINUATION OF ASSISTANCE [24 CFR 982.634]

Except in the case of a family that qualifies as an elderly or disabled family, other family members (described below) shall not receive homeownership assistance for more than:

- Fifteen (15) years, if the initial mortgage incurred to finance purchase of the home has a term of 20 years or longer; or ten years, in all other cases.
- The maximum term described above applies to any member of the family who:
 - Has an ownership interest in the unit during the time that homeownership payments are made; or is the spouse of any member of the household who has an ownership interest in the unit during the time homeownership payments are made.

In the case of an elderly family, the exception only applies if the family qualifies as an elderly family at the start of homeownership assistance. In the case of a disabled family, the exception applies if at any time during receipt of homeownership assistance the family qualifies as a disabled family.

If, during the course of homeownership assistance, the family ceases to qualify as a disabled or elderly family, the maximum term becomes applicable from the date homeownership assistance commenced. However, such a family must be provided at least 6 months of homeownership assistance after the maximum term becomes applicable (provided the family is otherwise eligible to receive homeownership assistance).

If the family has received such assistance for different homes, or from a different PHA, the total of such assistance terms is subject to the maximum term described in this part.

In order for a non-elderly/non-disabled family to continue to be assisted, they must continue to fulfill the employment requirement of an average of a minimum of 30 hours per week. In case of unemployment, an adult homeowner will re-secure employment within 90 days, unless a documented hardship exists. In the event of a documented hardship (i.e. layoff, company closure, death of a working adult, federal disaster, etc.), the head of household must provide on a monthly basis to the Homeownership Coordinator, verification that they are attempting to pursue employment. The homeowner must show a plan to return to work in order to remain eligible for the program. BHA will assist the participant to secure employment through the client services programs and linkage to Job One. After six months of unemployment, the homeowner may be terminated from the Homeownership Voucher Program.

Participants are required to attend post-purchase and other forms of ongoing homeownership counseling.

BHA does not conduct routine HQS inspections on an annual basis. However, BHA retains the right to conduct a HQS inspection at any time if there is a complaint on the condition of a unit that is being assisted,

or BHA observes a unit that is not in compliance with HQS standards. BHA will require the family to participate in additional post-purchase counseling and further require the family to bring the unit to HQS standards within 30 days. Failure of the family to comply may result in termination of the assistance.

15.VII.K. ASSISTANCE PAYMENT [24 CFR 982.635]

The monthly homeownership assistance payment is the lower of: the voucher payment standard minus the Total Tenant Payment (TTP), or the monthly homeownership expenses minus the Total Tenant Payment (TTP).

In determining the amount of the homeownership assistance payment, the BHA will use the same payment standard schedule, payment standard amounts, and subsidy standards as those described in elsewhere in this plan for the Housing Choice Voucher program.

BHA's housing assistance payment will be paid directly to the lender. If the assistance payment exceeds the amount due to the lender, BHA must pay the excess directly to the family. The family can also place these funds in an account that can be used for repairs or other homeownership expenses.

BHA may pay the homeownership assistance payments directly to the lender or at the lender's discretion, directly to a servicing agent. If the assistance payment exceeds the amount due to the lender, the BHA must pay the excess directly to the family.

Homeownership assistance for a family terminates automatically 180 calendar days after the last homeownership assistance payment on behalf of the family.

BHA requires the family to maintain a minimum reserve for maintenance and major repairs. The minimum reserve shall be equal to the monthly reserve amounts times the number of months assisted as a homeowner less any BHA approved withdraws.

BHA will allow the following homeownership expenses:

- Monthly homeownership payment: This includes principal and interest on initial mortgage debt, taxes, and homeowner insurance, and any mortgage insurance premium, if applicable.
- Utility Allowance: The BHA utility allowance for the unit, based on the current HCV utility allowance schedule.
- Monthly maintenance allowance: The monthly maintenance allowance will be the annual maintenance allowance, divided by twelve. The maintenance allowance varies by bedroom size and shall be as follows:
 - 1-bedroom = 20
 - 2-bedroom = 30
 - 3-bedroom = 40
 - 4-bedroom = 50
 - 5-bedroom = 60
- Monthly major repair/replacement allowance:
 - 1-bedroom = 30
 - 2-bedroom = 40
 - 3-bedroom = 50
 - 4-bedroom = 60
 - 5-bedroom = 70
- Monthly co-op/condominium assessments or dues. If applicable, the monthly amount of co-op or condominium association fees or operation and maintenance assessments.

- Monthly principal and interest on debt for handicap accessible improvements. Principal and interest for major home repair, replacements, or improvements, if applicable.
- Land lease payments where a family does not own fee title to the real property on which the home is located; [see 24 CFR 982.628(b)].
- In determining expenses for recertification, BHA will use the following homeownership expenses (not including cooperatives) to only include amounts allowed by the BHA to cover:
 - Current principal and interest on the mortgage debt, any refinancing of such debt, and any mortgage insurance premium incurred to finance purchase of the home;
 - Current real estate taxes and public assessments on the home;
 - Current homeowner insurance;
 - The current BHA allowance for maintenance expenses;
 - The current BHA allowance for costs of major repairs and replacements;
 - The current BHA utility allowance for the home;
 - Principal and interest on mortgage debt incurred to finance costs for major repairs, replacements or improvements for the home. If a member of the family is a person with disabilities, such debt may include debt incurred by the family to finance costs needed to make the home accessible for such person, if the BHA determines that allowance of such costs as homeownership expenses is needed as a reasonable accommodation so that the homeownership option is readily accessible to and usable by such person;
 - Land lease payments where a family does not own fee title to the real property on which the home is located; [see 24 CFR 982.628(b)].
 - For a condominium unit, condominium operating charges or maintenance fees assessed by the condominium homeowner association.
- Homeownership expenses for a cooperative member may only include amounts allowed by the BHA to cover:
 - The cooperative charge under the cooperative occupancy agreement including payment for real estate taxes and public assessments on the home;
 - Principal and interest on initial debt incurred to finance purchase of cooperative membership shares and any refinancing of such debt;
 - Home insurance;
 - The BHA allowance for maintenance expenses;
 - The BHA allowance for costs of major repairs and replacements;
 - The BHA utility allowance for the home; and Principal and interest on debt incurred to finance major repairs, replacements or improvements for the home. If a member of the family is a person with disabilities, such debt may include debt incurred by the family to finance costs needed to make the home accessible for such person, if the BHA determines that allowance of such costs as homeownership expenses is needed as a reasonable accommodation so that the homeownership option is readily accessible to and usable by such person.
 - Cooperative operating charges or maintenance fees assessed by the cooperative homeowner association.

Lease-to-Purchase

Lease-to-Purchase agreements are considered rental property and subject to the HCV tenant-based assistance rules. All regulations of the Homeownership Program will become effective at the time that the family exercises the option to use a homeownership voucher.

15.VII.L. PORTABILITY [24 CFR 982.636]

Subject to the restrictions on portability included in HUD regulations and BHA policies, a family may exercise portability if the receiving PHA is administering a voucher homeownership program and accepting new homeownership families. The receiving PHA may absorb the family into its voucher program, or bill the initial PHA.

The family must attend the briefing and counseling sessions required by the receiving PHA. The receiving PHA will determine whether the financing, and the physical condition of the unit, are acceptable. The receiving PHA must promptly notify the initial PHA if the family has purchased an eligible unit under the program, or if the family is unable to purchase a home within the maximum time established by the PHA.

BHA will permit families that are returning with DVP, vouchers, disaster assistance that were previously BHA HCV homeowners to transition back to BHA's HCV Homeownership Program. Families will be absorbed back into BHA's HCV Program.

All returning Katrina/Rita disaster eligible BHA HCV families will be provided the opportunity to participate in the HCV Homeownership Program provided that they are in good standing and meet the HCV Homeownership qualifying criteria. Cases will be reviewed and approved by the Housing Director.

Default

If the family defaults on the home mortgage loan, the participant will not be able to use the Homeownership Voucher for rental housing. However, the family may reapply to the BHA HCV rental assistance program, provided the application process is open. If the family has not defaulted, but has documented a hardship, BHA will review the hardship and based upon extenuating circumstances, may allow the family to return to the HCV Rental Program. In order to return to the rental program, the family will be required to dispose of the homeownership unit prior to receiving any rental assistance.

15.VII.M. DENIAL OR TERMINATION OF ASSISTANCE [24 CFR 982.638]

At any time, BHA may deny or terminate homeownership assistance in accordance with HCV program requirements in 24 CFR 982.552 (Grounds for denial or termination of assistance) or 24 CFR 982.553 (Crime by family members).

BHA may also deny or terminate assistance for violation of participant obligations described in 24 CFR Parts 982.551 or 982.633.

BHA must terminate voucher homeownership assistance for any member of family receiving homeownership assistance that is dispossessed from the home pursuant to a judgment or order of foreclosure on any mortgage (whether FHA insured or non-FHA) securing debt incurred to purchase the home, or any refinancing of such debt.

BHA will terminate a family's homeownership assistance if the family violates any of the homeowner obligations, as well as for any of the reasons listed in the Statement of Homeownership Obligations, BHA's Statement of Homeownership Obligations, or violations of the Housing Choice Voucher Homeownership Program.

In making its decision to terminate homeownership assistance, BHA will consider alternatives and other factors. Upon consideration of such alternatives and factors, BHA may, on a case-by-case basis, choose not to terminate assistance.

Termination notices will be sent in accordance with the requirements and policies set forth in the program regulations and Administrative Plan.

15.VII.N. RECAPTURE [24 CFR 982.640]

BHA will not recapture the Homeownership Voucher payments unless there was an act of fraud or misrepresentation of a material fact in order to obtain a benefit. The HCV Homeownership recapture provision does not apply to any other program funds that may be used in the transaction.

15.VII.O. INFORMAL HEARINGS [24 CFR 982.555]

An informal hearing will be provided for participants who are being terminated from the Program because of the family's action or failure to act as provided in 24 CFR 982.552. The rules and procedures set forth in the Section 8 Administrative Plan, entitled "Informal Reviews and Hearings," will apply.

PART III: TENANT SELECTION

4-III.A. OVERVIEW

The BHA must establish tenant selection policies for families being admitted to public housing [24 CFR 960.201(a)]. The BHA must not require any specific income or racial quotas for any developments [24 CFR 903.2(d)]. The BHA must not assign persons to a particular section of a community or to a development or building based on race, color, religion, sex, disability, familial status or national origin for purposes of segregating populations [24 CFR 1.4(b)(1)(iii) and 24 CFR 903.2(d)(1)].

The order in which families will be selected from the waiting list depends on the selection method chosen by the BHA and is impacted in part by any selection preferences that the family qualifies for. The availability of units also may affect the order in which families are selected from the waiting list.

The BHA must maintain a clear record of all information required to verify that the family is selected from the waiting list according to the BHA's selection policies [24 CFR 960.206(e)(2)]. The BHA's policies must be posted any place where the BHA receives applications. The BHA must provide a copy of its tenant selection policies upon request to any applicant or tenant. The BHA may charge the family for providing a copy of its tenant selection policies [24 CFR 960.202(c)(2)].

BHA Policy

When an applicant or resident family requests a copy of the BHA's tenant selection policies, the BHA will provide copies to them free of charge.

4-III.B. SELECTION METHOD

BHAs must describe the method for selecting applicant families from the waiting list, including the system of admission preferences that the BHA will use.

Local Preferences

[24 CFR 960.206]

BHAs are permitted to establish local preferences and to give priority to serving families that meet those criteria. HUD specifically authorizes and places restrictions on certain types of local preferences. HUD also permits the BHA to establish other local preferences, at its discretion. Any local preferences established must be consistent with the BHA plan and the consolidated plan, and must be based on local housing needs and priorities that can be documented by generally accepted data sources [24 CFR 960.206(a)].

BHA Policy

The BHA will use the following local preferences:

1. Families of federally declared disasters who are Section 8 voucher holders or displaced public housing residents in another jurisdiction will receive preference over other waiting list placeholders for public housing.
2. Date and time of application.
3. Previous Westpark residents who meet the income eligible and re-occupancy criteria list below will have first priority and offered an opportunity to live in the newly developed, Bay Vista:
 - a. Payment History with the BHA:
 - i. Tenant has not paid rent late* more than three (3) times in the past

- twelve months, pending proven hardship. (To be demonstrated by Landlord Verification). **More than 5 calendar days past due is defined as late.*
- ii. Any unpaid balances to the Housing Authority for rent, damages, or other charges must be “paid in full” by the time a unit comes available. This includes repayments agreements.
 - iii. Income and Family Composition: Tenant will have no previous misrepresentation of income and family composition on file.
 - iv. Tenant will have no record of willful destruction of BHA property.
- b. Utility Bills:
- i. Family must be able to demonstrate that there are no outstanding or current delinquent debts owed to a utility provider prior to approval for admission. (This will be in the form of a letter from the following applicable utility companies (PSE&G, Cascade Natural Gas))
 - ii. An allowance will be made for applicants who provide proof of being on utility assistance plan, in good standing, and that the utility company is willing to establish an account in the applicant’s name.
- c. Criminal/Drug Activity: The tenant or household member shall;
- i. Not have been convicted of the illegal manufacture, sale, or distribution of a controlled substance within the last three (3) years;
 - ii. Not have been convicted of any act of violence or threat of violence, including the possession of illegal firearms, and aggravated assaults, in the last three (3) years;
 - iii. Not have been convicted for use and/or possession of a controlled substance within the past three (3) years;
 - iv. Not have been arrested for use and/or possession of a controlled substance within the past year (12 months).
 - v. Not have two (2) or more arrests for *any* of the above over the last three (3) years;
 - vi. Not have *any* arrests or conviction for manufacturing or producing methamphetamine;
 - vii. Not be subject to any sex offender registration or have any convictions for a sex offense.
- d. Credit Report/History:
- i. A landlord reference will be required on all known landlords under the HCV program. These landlord references must meet BHA’s acceptable criteria.
 - ii. Can have no non-addressed accounts in collections. Should be current with all payment to collections. (Exceptions will be made

for medical bills)

- e. Good Housekeeping and Yard Maintenance Habits: Tenant will have good housekeeping and yard maintenance habits. (As demonstrated by Landlord Verification and BHA Inspections)

Income Targeting Requirement

[24 CFR 960.202(b)]

HUD requires that extremely low-income (ELI) families make up at least 40% of the families admitted to public housing during the BHA's fiscal year. ELI families are those with annual incomes at or below 30% of the area median income. To ensure this requirement is met, the BHA may skip non-ELI families on the waiting list in order to select an ELI family.

If a BHA also operates a housing choice voucher (HCV) program, admissions of extremely low-income families to the BHA's HCV program during a BHA fiscal year that exceed the 75% minimum target requirement for the voucher program, shall be credited against the BHA's basic targeting requirement in the public housing program for the same fiscal year. However, under these circumstances the fiscal year credit to the public housing program must not exceed the lower of: (1) ten percent of public housing waiting list admissions during the BHA fiscal year; (2) ten percent of waiting list admissions to the BHA's housing choice voucher program during the BHA fiscal year; or (3) the number of qualifying low-income families who commence occupancy during the fiscal year of BHA public housing units located in census tracts with a poverty rate of 30 percent or more. For this purpose, qualifying low-income family means a low-income family other than an extremely low-income family.

BHA Policy

The BHA will monitor progress in meeting the ELI requirement throughout the fiscal year. ELI families will be selected ahead of other eligible families on an as-needed basis to ensure that the income targeting requirement is met.

Mixed Population Developments

[24 CFR 960.407]

A mixed population development is a public housing development or portion of a development that was reserved for elderly families and disabled families at its inception (and has retained that character) or the BHA at some point after its inception obtained HUD approval to give preference in tenant selection for all units in the development (or portion of a development) to elderly and disabled families [24 CFR 960.102]. Elderly family means a family whose head, spouse, cohead, or sole member is a person who is at least 62 years of age. Disabled family means a family whose head, spouse, cohead, or sole member is a person with disabilities [24 CFR 5.403]. The BHA must give elderly and disabled families equal preference in selecting these families for admission to mixed population developments. The BHA may not establish a limit on the number of elderly or disabled families that may occupy a mixed population development. In selecting elderly and disabled families to fill these units, the BHA must first offer the units that have accessibility features for families that include a person with a disability and require the accessibility features of such units. The BHA may not discriminate against elderly or disabled families that include children (Fair Housing Amendments Act of 1988).

Units Designated for Elderly or Disabled Families

[24 CFR 945]

The BHA may designate projects or portions of a public housing project specifically for elderly or disabled families. The BHA must have a HUD-approved allocation plan before the designation may take place.

Among the designated developments, the BHA must also apply any preferences that it has established. If there are not enough elderly families to occupy the units in a designated elderly development, the BHA may allow near-elderly families to occupy the units [24 CFR 945.303(c)(1)]. Near-elderly family means a family whose head, spouse, or cohead is at least 50 years old, but is less than 62 [24 CFR 5.403].

If there are an insufficient number of elderly families and near-elderly families for the units in a development designated for elderly families, the BHA must make available to all other families any unit that is ready for re-rental and has been vacant for more than 60 consecutive days [24 CFR 945.303(c)(2)].

The decision of any disabled family or elderly family not to occupy or accept occupancy in designated housing shall not have an adverse affect on their admission or continued occupancy in public housing or their position on or placement on the waiting list. However, this protection does not apply to any family who refuses to occupy or accept occupancy in designated housing because of the race, color, religion, sex, disability, familial status, or national origin of the occupants of the designated housing or the surrounding area [24 CFR 945.303(d)(1) and (2)].

This protection does apply to an elderly family or disabled family that declines to accept occupancy, respectively, in a designated project for elderly families or for disabled families, and requests occupancy in a general occupancy project or in a mixed population project [24 CFR 945.303(d)(3)].

BHA Policy

The BHA does not have designated elderly or designated disabled housing at this time.

Deconcentration of Poverty and Income-Mixing

[24 CFR 903.1 and 903.2]

The BHA's admission policy must be designed to provide for deconcentration of poverty and income-mixing by bringing higher income tenants into lower income projects and lower income tenants into higher income projects. A statement of the BHA's deconcentration policies must be included in its annual plan [24 CFR 903.7(b)].

The BHA's deconcentration policy must comply with its obligation to meet the income targeting requirement [24 CFR 903.2(c)(5)].

Developments subject to the deconcentration requirement are referred to as 'covered developments' and include general occupancy (family) public housing developments. The following developments are not subject to deconcentration and income mixing requirements: developments operated by a BHA with fewer than 100 public housing units; mixed population or developments designated specifically for elderly or disabled families; developments operated by a PHA with only one general occupancy development; developments approved for demolition or for conversion to tenant-based public housing; and developments approved for a mixed-finance plan using HOPE VI or public housing funds [24 CFR 903.2(b)].

Steps for Implementation

[24 CFR 903.2(c)(1)]

To implement the statutory requirement to deconcentrate poverty and provide for income mixing in covered developments, the BHA must comply with the following steps:

Step 1. The BHA must determine the average income of all families residing in all the BHA's covered developments. The BHA may use the median income, instead of average income, provided that the BHA includes a written explanation in its annual plan justifying the use of median income.

BHA Policy

The BHA will determine the average income of all families in all covered developments on an annual basis.

Step 2. The BHA must determine the average income (or median income, if median income was used in Step 1) of all families residing in each covered development. In determining average income for each development, the BHA has the option of adjusting its income analysis for unit size in accordance with procedures prescribed by HUD.

BHA Policy

The BHA will determine the average income of all families residing in each covered development (not adjusting for unit size) on an annual basis.

Step 3. The BHA must then determine whether each of its covered developments falls above, within, or below the established income range (EIR), which is from 85% to 115% of the average family income determined in Step 1. However, the upper limit must never be less than the income at which a family would be defined as an extremely low income family (30% of median income).

Step 4. The BHA with covered developments having average incomes outside the EIR must then determine whether or not these developments are consistent with its local goals and annual plan.

Step 5. Where the income profile for a covered development is not explained or justified in the annual plan submission, the BHA must include in its admission policy its specific policy to provide for deconcentration of poverty and income mixing.

A family has the sole discretion whether to accept an offer of a unit made under the BHA's deconcentration policy. The BHA must not take any adverse action toward any eligible family for choosing not to accept an offer of a unit under the BHA's deconcentration policy [24 CFR 903.2(c)(4)].

If, at annual review, the average incomes at all general occupancy developments are within the EIR, the BHA will be considered to be in compliance with the deconcentration requirement and no further action is required.

BHA Policy

For developments outside the EIR the BHA will take the following actions to provide for deconcentration of poverty and income mixing:

- Providing incentives to encourage families to accept units in developments where their income level is needed, including rent incentives, affirmative marketing plans, or added amenities
- Targeting investment and capital improvements toward developments with an average income below the EIR to encourage families with incomes above the EIR to accept units in those developments
- Establishing a preference for admission of working families in developments below the EIR
- Skipping a family on the waiting list to reach another family in an effort to further the goals of deconcentration

- Providing other strategies permitted by statute and determined by the BHA in consultation with the residents and the community through the annual plan process to be responsive to local needs and BHA strategic objectives

Order of Selection

[24 CFR 960.206(e)]

The BHA system of preferences may select families either according to the date and time of application or by a random selection process.

BHA Policy

Families will be selected from the waiting list based on preference. Among applicants with the same preference, families will be selected on a first-come, first-served basis according to the date and time their complete application is received by the BHA.

When selecting applicants from the waiting list the BHA will match the characteristics of the available unit (unit size, accessibility features, unit type) to the applicants on the waiting lists. The BHA will offer the unit to the highest ranking applicant who qualifies for that unit size or type, or that requires the accessibility features.

By matching unit and family characteristics, it is possible that families who are lower on the waiting list may receive an offer of housing ahead of families with an earlier date and time of application or higher preference status.

Factors such as deconcentration or income mixing and income targeting will also be considered in accordance with HUD requirements and BHA policy.

4-III.C. NOTIFICATION OF SELECTION

When the family has been selected from the waiting list, the BHA must notify the family.

BHA Policy

The BHA will notify the family by first class mail when it is selected from the waiting list.

The notice will inform the family of the following:

Date, time, and location of the scheduled application interview, including any procedures for rescheduling the interview

Who is required to attend the interview

Documents that must be provided at the interview to document the legal identity of household members, including information about what constitutes acceptable documentation

Documents that must be provided at the interview to document eligibility for a preference, if applicable

Other documents and information that should be brought to the interview

If a notification letter is returned to the BHA with no forwarding address, the family will be removed from the waiting list without further notice. Such failure to act on the part of the applicant prevents the BHA from making an eligibility determination; therefore no informal hearing will be offered.

4-III.D. THE APPLICATION INTERVIEW

HUD recommends that the BHA obtain the information and documentation needed to make an eligibility determination through a private interview. Being invited to attend an interview does not constitute admission to the program.

Reasonable accommodation must be made for persons with disabilities who are unable to attend an interview due to their disability [24 CFR 8.4(a) and 24 CFR 100.204(a)].

BHA Policy

Families selected from the waiting list are required to participate in an eligibility interview.

The head of household and the spouse/cohead will be strongly encouraged to attend the interview together. However, either the head of household or the spouse/cohead may attend the interview on behalf of the family. Verification of information pertaining to adult members of the household not present at the interview will not begin until signed release forms are returned to the BHA.

The interview will be conducted only if the head of household or spouse/cohead provides appropriate documentation of legal identity (Chapter 7 provides a discussion of proper documentation of legal identity). If the family representative does not provide the required documentation, the appointment may be rescheduled when the proper documents have been obtained.

Pending disclosure and documentation of social security numbers, the BHA will allow the family to retain its place on the waiting list for ten (10) business days. If not all household members have disclosed their SSNs at the next time a unit becomes available, the BHA will offer a unit to the next eligible applicant family on the waiting list.

If the family is claiming a waiting list preference, the family must provide documentation to verify their eligibility for a preference (see Chapter 7). If the family is verified as eligible for the preference, the BHA will proceed with the interview. If the BHA determines the family is not eligible for the preference, the interview will not proceed and the family will be placed back on the waiting list according to the date and time of their application.

The family must provide the information necessary to establish the family's eligibility, including suitability, and to determine the appropriate amount of rent the family will pay. The family must also complete required forms, provide required signatures, and submit required documentation. If any materials are missing, the BHA will provide the family with a written list of items that must be submitted.

Any required documents or information that the family is unable to provide at the interview must be provided within 10 business days of the interview (Chapter 7 provides details about longer submission deadlines for particular items, including documentation of Social Security numbers and eligible noncitizen status). If the family is unable to obtain the information or materials within the required time frame, the family may request an extension. If the required documents and information are not provided within the required time frame (plus any extensions), the family will be sent a notice of denial (see Chapter 3).

An advocate, interpreter, or other assistant may assist the family with the application and the interview process.

Interviews will be conducted in English. For limited English proficient (LEP) applicants, the BHA will provide translation services in accordance with the BHA's LEP plan.

A family will be considered to have missed the appointment if it is more than fifteen (15)

minutes late for any scheduled appointment

A family that neither requests a rescheduled appointment in writing within the time specified below nor appears for the appointment will be subject to termination of housing assistance or denial of subsidy.

If a family is unable to attend a scheduled appointment they must:

- Contact BHA by mail, fax, email, or hand-delivery at least two working days before the date of the originally scheduled appointment; and
- Provide documentation verifying the reason the family is unable to attend the appointment (e.g. verification of hospitalization or imprisonment, police report, etc); and
- In the case of a briefing session or other group meeting, confirm that BHA has another briefing session or other group meeting, as appropriate, already scheduled, and adequate space to which to reschedule the family.

BHA will reschedule the appointment at a date and time specified by BHA. The BHA will only reschedule the appointment one time.

The decision to reschedule will be made at the sole discretion of BHA. BHA will take into consideration extenuating circumstances beyond the control of the family that prevent it from attending a scheduled appointment (for example, a death or medical emergency in the immediate family or a serious traffic accident) and/or the household's history of missed appointments. The participant must provide documentation verifying the reason the family was unable to attend the scheduled appointment or to request a rescheduled appointment (for example, a funeral announcement, verification of hospitalization or imprisonment, or a police report).

4-III.E. FINAL ELIGIBILITY DETERMINATION

[24 CFR 960.208]

The BHA must verify all information provided by the family (see Chapter 7). Based on verified information related to the eligibility requirements, including BHA suitability standards, the BHA must make a final determination of eligibility (see Chapter 3).

When a determination is made that a family is eligible and satisfies all requirements for admission, including tenant selection criteria, the applicant must be notified of the approximate date of occupancy insofar as that date can be reasonably determined [24 CFR 960.208(b)].

BHA Policy

The BHA will notify a family in writing of their eligibility within 10 business days of the determination and will provide the approximate date of occupancy insofar as that date can be reasonably determined.

The BHA must promptly notify any family determined to be ineligible for admission of the basis for such determination, and must provide the applicant upon request, within a reasonable time after the determination is made, with an opportunity for an informal hearing on such determination [24 CFR 960.208(a)].

BHA Policy

If the BHA determines that the family is ineligible, the BHA will send written notification of the ineligibility determination within 10 business days of the determination. The notice will specify the reasons for ineligibility, and will inform the family of its right to request an informal hearing (see Chapter 14).

If the BHA uses a criminal record or sex offender registration information obtained under 24 CFR 5, Subpart J, as the basis of a denial, a copy of the record must precede the notice to deny, with an opportunity for the applicant to dispute the accuracy and relevance of the information before the PHA can move to deny the application. See Section 3-III.G for the BHA's policy regarding such circumstances.